

7 October 1951

MEMORANDUM FOR: Assistant Director, CR

VIA : Operations Staff, CR

SUBJECT : September Activity Report for Document Division.

1. The monthly reports for the three branches are attached.
2. The average daily receipts of documents during September was about the same as for the previous three months. No overtime was required for the third month in a row to process the documents on a current basis in accordance with our established schedules. The total number of non-CIA cables received and disseminated was about average.
3. The following statistics for the first nine months of the year show the total documents of all categories received each month and the daily average; the overtime hours worked each month by the Analysis and Processing Branches; and the number of "Nodex" items screened out each month.

<u>Month</u>	<u>Total Docs Rec'd</u>	<u>Average Daily Receipts</u>	<u>Overtime Worked Hours</u>	<u>N O D E X</u>	
				<u>Number</u>	<u>% of total Documents</u>
Jan.	30,429	1,383	417	5,065	17%
Feb.	30,806	1,601	160	3,179	10%
Mar.	37,917	1,895	441	5,262	14%
Apr.	34,441	1,640	498	5,353	16%
May	42,699 ⁷⁵⁰	1,845	698	7,960	19%
June	30,601	1,530	168	6,363	21%
July	32,584	1,481	22*	7,277	22%
Aug.	32,603	1,482	---	7,106	22%
Sept.	31,174	1,558	---	6,184	20%
Total	303,290 ¹²⁶			53,749	18%

*for the IPT

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Chief, Document Division

Attachments:
Monthly Reports